

**U.S. DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON**



**Attorney's Guide:
Opening A Civil Case**

Revised July 2010

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Introduction

Using this guide, you will learn how to electronically open and file a new civil action through the Electronic Case Filing system.

Getting Started

Your next step is to prepare and convert your filing documents to PDF.

Prepare Your Documents

Prepare an initiating document, such as a:

- **Complaint**
- **Notice of Removal**
- **Motion to Proceed In Forma Pauperis with Written Consent**

Prepare as an attachment to your initiating document:

- **Civil Cover Sheet**

Prepare these documents as additional attachments if they apply to your case:

- **Report on Filing or Determination of an Action or Appeal Regarding a Copyright**
- **Report on Filing or Determination of an Action Regarding a Patent or Trademark**
- **Summons**

Download and save the **Summons** form found on the court's website at www.wawd.uscourts.gov, **Reference Materials/Forms**. Use this fillable form each time you post a summons to the court docket.

- Post each summons separately.
- Summons(es) will be issued by the court electronically the following day.
- You will receive a Notice of Electronic Filing (NEF) of the summons when the Clerk's Office enters it on the docket.

- Use the NEF hyperlink to retrieve the issued summons form to effect service of process.

See **Appendix A** for document samples and instructions.

The following forms are also available for downloading from our court website:
www.wawd.uscourts.gov/ReferenceMaterials/Forms .

- Civil Cover Sheet
- Report on Filing or Determination of an Action or Appeal Regarding a Copyright
- Report on Filing or Determination of an Action Regarding a Patent or Trademark
- Application to Proceed In Forma Pauperis with Written Consent
- Summons

To illustrate, here is an example of the Civil Cover Sheet in fillable form, available on our site. Once this form is filled in online, it can be printed or saved as a PDF.

JS-44 (Rev. 2017)

CIVIL COVER SHEET

The JS-44 civil cover sheet and the information contained hereon neither replace nor supplement the filing and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating Record-Keeping Sheet. (See 18 U.S.C. 3030a for the history of this form.)

<p>I. (a) PLAINTIFFS</p> <p>(b) County of Residence of First Listed Plaintiff _____ (EXCEPT IN U.S. PLAINTIFF CASES)</p> <p>(c) Attorney's Office Name, Address, and Telephone Number _____</p>	<p>DEFENDANTS</p> <p>County of Residence of First Listed Defendant _____ (IN U.S. PLAINTIFF CASES ONLY)</p> <p>NOTE: IN LANE CONDOMINIUM CASES, USE THE LOCATION OF THE LAND INVOLVED.</p> <p>Attorney (If Reason) _____</p>
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<p>II. BASIS OF JURISDICTION (Place an "X" in One Box Only)</p> <p><input type="checkbox"/> 1 U.S. Government Plaintiff <input type="checkbox"/> 3 Federal Question (U.S. Government Not a Party)</p> <p><input type="checkbox"/> 2 U.S. Government Defendant <input type="checkbox"/> 4 Diversity (Indicate Citizenship of Parties in Item III)</p>	<p>III. CITIZENSHIP OF PRINCIPAL PARTIES (Place an "X" in One Box for Plaintiff and One Box for Defendant)</p> <p>(For Diversity Cases Only)</p> <table style="width: 100%;"> <tr> <td>Citizen of This State</td> <td>PEF DEF</td> <td><input type="checkbox"/> 1 <input type="checkbox"/> 3</td> <td>Incorporated or Principal Place of Business in This State</td> <td>PEF DEF</td> <td><input type="checkbox"/> 4 <input type="checkbox"/> 6</td> </tr> <tr> <td>Citizen of Another State</td> <td><input type="checkbox"/> 2 <input type="checkbox"/> 5</td> <td>Incorporated and Principal Place of Business in Another State</td> <td><input type="checkbox"/> 5 <input type="checkbox"/> 6</td> <td></td> <td></td> </tr> <tr> <td>Citizen or Subject of a Foreign Country</td> <td><input type="checkbox"/> 3 <input type="checkbox"/> 5</td> <td>Foreign Nation</td> <td><input type="checkbox"/> 6 <input type="checkbox"/> 6</td> <td></td> <td></td> </tr> </table>	Citizen of This State	PEF DEF	<input type="checkbox"/> 1 <input type="checkbox"/> 3	Incorporated or Principal Place of Business in This State	PEF DEF	<input type="checkbox"/> 4 <input type="checkbox"/> 6	Citizen of Another State	<input type="checkbox"/> 2 <input type="checkbox"/> 5	Incorporated and Principal Place of Business in Another State	<input type="checkbox"/> 5 <input type="checkbox"/> 6			Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3 <input type="checkbox"/> 5	Foreign Nation	<input type="checkbox"/> 6 <input type="checkbox"/> 6		
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IV. NATURE OF SUIT (Place an "X" in One Box Only)					
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<input type="checkbox"/> 198 Motor Act	<input type="checkbox"/> 199 A. Liable	<input type="checkbox"/> 200 Personal Injury -	<input type="checkbox"/> 201 Other Fraud & Deceit	<input type="checkbox"/> 202 Unlawful	<input type="checkbox"/> 203 Appeal
<input type="checkbox"/> 199 Recovery of Damages & Enforcement of Judgment	<input type="checkbox"/> 200 A. Liable	<input type="checkbox"/> 201 Personal Injury -	<input type="checkbox"/> 202 Other Fraud & Deceit	<input type="checkbox"/> 203 Unlawful	<input type="checkbox"/> 204 Appeal
<input type="checkbox"/> 200 Motor Act	<input type="checkbox"/> 201 A. Liable	<input type="checkbox"/> 202 Personal Injury -	<input type="checkbox"/> 203 Other Fraud & Deceit	<input type="checkbox"/> 204 Unlawful	<input type="checkbox"/> 205 Appeal
<input type="checkbox"/> 201 Recovery of Damages & Enforcement of Judgment	<input type="checkbox"/> 202 A. Liable	<input type="checkbox"/> 203 Personal Injury -	<input type="checkbox"/> 204 Other Fraud & Deceit	<input type="checkbox"/> 205 Unlawful	<input type="checkbox"/> 206 Appeal
<input type="checkbox"/> 202 Motor Act	<input type="checkbox"/> 203 A. Liable	<input type="checkbox"/> 204 Personal Injury -	<input type="checkbox"/> 205 Other Fraud & Deceit	<input type="checkbox"/> 206 Unlawful	<input type="checkbox"/> 207 Appeal
<input type="checkbox"/> 203 Recovery of Damages & Enforcement of Judgment	<input type="checkbox"/> 204 A. Liable	<input type="checkbox"/> 205			

Convert Documents to PDF Format

Convert a document by:

- Scanning to PDF
- Using the conversion software included in word processing programs such as Word.
- Downloading PDF conversion software, such as Adobe Standard or Professional.
- Remember: Each PDF document should be under 5 MB (megabytes) in size.

The Filing Fee

- The filing fee is **\$350.00** for a Complaint or Notice of Removal.
- You must pay the filing fee through Pay.gov, but there are a couple of options available to you:
 - You can choose to pay the filing fee by debit or credit card. OR
 - You can also pay through Pay.gov's **Automated Clearing House**, also known as **Direct Debit**. **ACH** payments are like online checks; the funds are withdrawn from your bank account.
- During case opening, you will be prompted for this payment and be guided through the **Pay.gov** screens.
- Have your card or banking information ready.
- See **Paying the Filing Fee** for details.

To request a waiver of the filing fee:

- Have your **Application to Proceed In Forma Pauperis with Written Consent** prepared to file as one of your initiating documents.
- For detailed instructions, see **Docketing the Lead Event**.

Opening Your Civil Case

Do not start opening your case unless you are prepared to post your initiating document(s).

- Remember they must be in **PDF format** and saved on your computer.
- Be sure you have a copy of your cover sheet available. You will need to refer to it later in this process.

Now that you are ready to open your case, let's get started. Log into CM/ECF as you normally would to file documents.



Authentication

Login:	<input type="text"/>
Password:	<input type="password"/>

On the blue tool bar select **"Civil."**

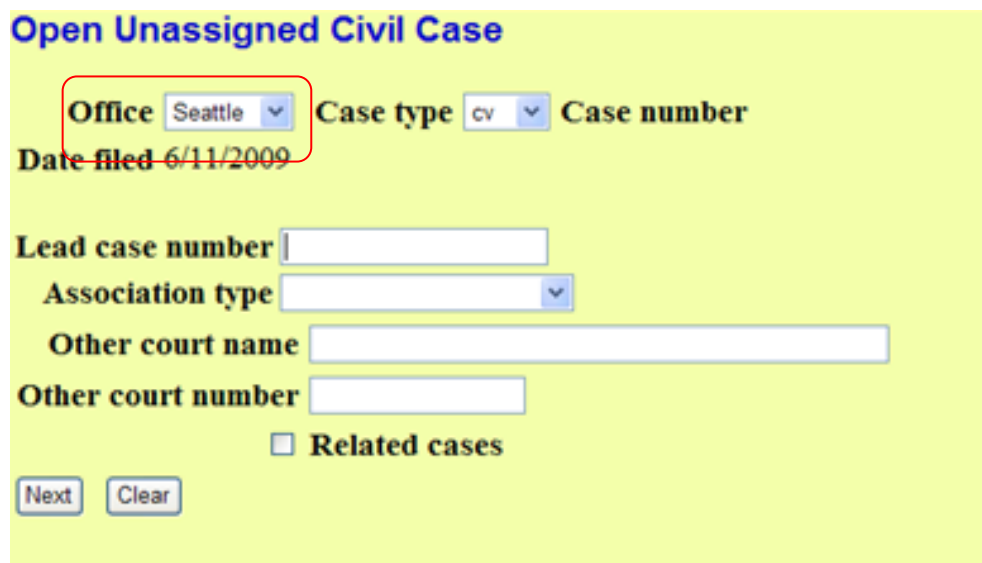


Under **"Open a Case"** you will see the link to: **"Attorney Case Opening."** Click on this link to begin opening your case.



On the **Open Unassigned Civil Case** screen, select your case specific information.

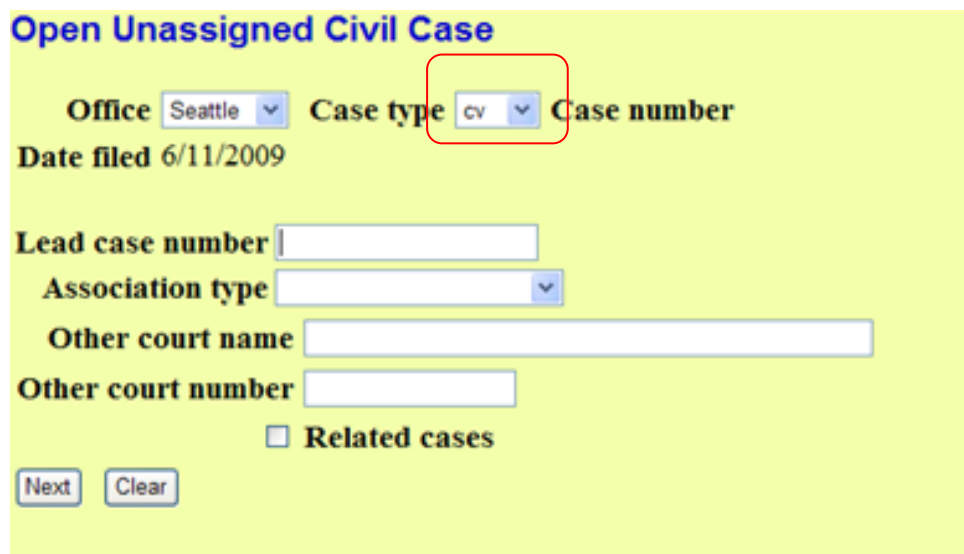
At the “**Office**” dropdown box select either Seattle or Tacoma option. This is dependent upon which location your case is being filed.



The screenshot shows the 'Open Unassigned Civil Case' form. The 'Office' dropdown menu is highlighted with a red box and contains the text 'Seattle'. The 'Case type' dropdown menu contains the text 'cv'. The 'Case number' field is empty. The 'Date filed' is 6/11/2009. Below these fields are input boxes for 'Lead case number', 'Association type', 'Other court name', and 'Other court number'. There is a checkbox for 'Related cases' and 'Next' and 'Clear' buttons at the bottom.

See **Appendix G** for a copy of **Local Civil Rule CR5(e)** to see which counties pertain to each office.

At the “**Case Type**” dropdown box select “**cv**” for civil case.



The screenshot shows the 'Open Unassigned Civil Case' form. The 'Case type' dropdown menu is highlighted with a red box and contains the text 'cv'. The 'Office' dropdown menu contains the text 'Seattle'. The 'Case number' field is empty. The 'Date filed' is 6/11/2009. Below these fields are input boxes for 'Lead case number', 'Association type', 'Other court name', and 'Other court number'. There is a checkbox for 'Related cases' and 'Next' and 'Clear' buttons at the bottom.

At the **“Date Filed”** section, you will notice that the date filed is automatically filled in. You will not be able to modify this date.

Open Unassigned Civil Case

Office Case type Case number

Date filed 6/11/2009

Lead case number

Association type

Other court name

Other court number

☐ Related cases

Leave both the **Lead Case Number** box and the **Association Type** box blank.

Open Unassigned Civil Case

Office Case type Case number

Date filed 6/11/2009

Lead case number

Association type

Other court name

Other court number

☐ Related cases

The **“Other Court Name”** box is left blank, unless you are filing a removal case. If this is a removal case put the name of the originating court in the box.

Open Unassigned Civil Case

Office Case type Case number

Date filed 6/11/2009

Lead case number

Association type

Other court name

Other court number

☐ Related cases

An example of **“Other Court Name”** could be **King County Superior Court**.

Office Case type Case number

Date filed 10/9/2009

Lead case number

Association type

Other court name

Other court number

☐ Related cases

The **“Other Court Number”** box is left blank unless you are filing a removal case. If this is a removal case you would put the case number of the originating court in the box.

A screenshot of a web-based case filing form. The form has a light yellow background. At the top, there are three dropdown menus: 'Office' with 'Seattle' selected, 'Case type' with 'cv' selected, and 'Case number' which is empty. Below these is the text 'Date filed 10/9/2009'. Further down are three input fields: 'Lead case number' (empty), 'Association type' (empty dropdown), and 'Other court name' (containing 'King County Superior Court'). The 'Other court number' field is empty and is highlighted with a red rectangular border. Below this field is a checkbox labeled 'Related cases' which is unchecked. At the bottom left are two buttons: 'Next' and 'Clear'.

An example of **“Other Court Number”** is **09-2-000000-0-SEA**.

A second screenshot of the same web-based case filing form, but with the 'Other court number' field filled with the text '09-2-000000-0-SEA'. This field is also highlighted with a red rectangular border. All other fields and elements are identical to the first screenshot.

Do not check the **“Related Cases”** box. If there are related cases, you should note them on the **Civil Cover Sheet**, not here.

Office	<input type="text" value="Seattle"/>	Case type	<input type="text" value="cv"/>	Case number
Date filed	<input type="text" value="10/9/2009"/>			
Lead case number	<input type="text"/>			
Association type	<input type="text"/>			
Other court name	<input type="text" value="King County Superior Court"/>			
Other court number	<input type="text" value="09-2-00000-0-SEA"/>			
<input type="checkbox"/> Related cases				
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

Once you have entered your case data information, select the **“NEXT”** button to move to the next screen. If you need to start over on this page, select the **“CLEAR”** button and it will erase all of your entries.

Office Case type Case number

Date filed 10/9/2009

Lead case number

Association type

Other court name

Other court number

☐ Related cases

This next screen is the **Open Unassigned Civil Case** screen. This screen asks for information which can be taken directly from your Civil Cover Sheet, so let's get that out so we can refer to it.

The first box is the **Jurisdiction** box. Use the dropdown list to select the case jurisdiction information for your case. This box defaults to **“3: Federal Question.”**

Open Unassigned Civil Case

Jurisdiction **3 (Federal Question)** ▼

Cause of action Filter: Clear filter

Nature of suit 0 (zero) ▼ Filter: Clear filter

Origin 1 (Original Proceeding) ▼

Citizenship plaintiff ▼

Citizenship defendant ▼

Jury demand n (None) ▼ Class action n ▼ Demand (\$000)

Arbitration code County Clallam ▼

Fee status pd (paid) ▼ Fee date 6/11/2010 Date transfer

Next Clear

For this example, we will select “**4 (Diversity)**” for the case jurisdiction.

Open Unassigned Civil Case

Jurisdiction **4 (Diversity)** ▼

Cause of action Filter: Clear filter

Nature of suit 0 (zero) ▼ Filter: Clear filter

Origin 1 (Original Proceeding) ▼

Citizenship plaintiff ▼

Citizenship defendant ▼

Jury demand n (None) ▼ Class action n ▼ Demand (\$000)

Arbitration code County Clallam ▼

Fee status pd (paid) ▼ Fee date 6/11/2010 Date transfer

Next Clear

Cause of Action and Nature of Suit Filter Fields

Now you will select the Cause of Action for your case. Just to the right of the cause of action box is a new “Filter” box. This allows you to search for the cause of action by entering the cause of action number.

For this example, we are going to select **Declaratory Judgment 28:2201dj**. You can start typing the cause of action in the filter box and it will search the list for you instead of having to scroll through the entire list.

Open Unassigned Civil Case

Jurisdiction: 4 (Diversity) ▼

Cause of action: 28:2201dj (28:2201 Declaratory Judgement) ▼ Filter: 28:2201 Clear filter

Nature of suit: 0 (zero) ▼ Filter: Clear filter

Origin: 1 (Original Proceeding) ▼

Citizenship plaintiff: ▼

Citizenship defendant: ▼

Jury demand: n (None) ▼ Class action: n ▼ Demand (\$000):

Arbitration code: ▼ County: Clallam ▼

Fee status: pd (paid) ▼ Fee date: 6/11/2010 Date transfer:

Next Clear

The next box is the **Nature of Suit**. You can utilize the new “Filter” box to the right to search for the nature of suit.

Start typing the nature of suit in the filter box and it will search the list for you instead of having to scroll through the entire list.

For this example, we will select “**Contract: Other**” for the nature of suit.

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Jurisdiction: 4 (Diversity) ▼

Cause of action: 28:2201dj (28:2201 Declaratory Judgement) ▼ Filter: 28:2201dj Clear filter

Nature of suit: 190 (Contract: Other) ▼ Filter: 190 Clear filter

Origin: 1 (Original Proceeding) ▼

Citizenship plaintiff: ▼

Citizenship defendant: ▼

Jury demand: n (None) ▼ Class action: n ▼ Demand (\$000):

Arbitration code: ▼ County: Clallam ▼

Fee status: pd (paid) ▼ Fee date: 6/9/2010 Date transfer:

Next Clear

Although there are a variety of options in the Origin dropdown list, you will only select either:

- **(1)Original Proceeding or**
- **(2)Removal from State Court.**

For this example, we are going to use **(1) Original Proceeding**.

The screenshot shows the 'Open Unassigned Civil Case' form on the ECF system. The 'Origin' dropdown menu is highlighted with a red rectangle, showing the selection '1 (Original Proceeding)'. Other visible fields include 'Jurisdiction' set to '4 (Diversity)', 'Cause of action' set to '28:2201dj (28:2201 Declaratory Judgement)', 'Nature of suit' set to '190 (Contract- Other)', 'Citizenship plaintiff' and 'Citizenship defendant' (both blank), 'Jury demand' set to 'n (None)', 'Class action' set to 'n', 'Demand (\$000)' (blank), 'Arbitration code' (blank), 'County' set to 'Clallam', 'Fee status' set to 'pd (paid)', 'Fee date' set to '6/9/2010', and 'Date transfer' (blank). Filter buttons are present for 'Cause of action' and 'Nature of suit'.

The **Citizenship Plaintiff** and the **Citizenship Defendant** dropdown boxes are used only in diversity cases. You would leave these boxes blank unless your case is a diversity case.

We are going to select **“4: Incorporated/Principal Place of Business –This State”** as our **Citizenship Plaintiff** option.

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Jurisdiction: 4 (Diversity) ▼

Cause of action: 28:2201dj (28:2201 Declaratory Judgement) ▼ Filter: 28:2201dj Clear filter

Nature of suit: 190 (Contract: Other) ▼ Filter: 190 Clear filter

Origin: 1 (Original Proceeding) ▼

Citizenship plaintiff: 4 (Incorporated/Principal Place of Business-This State) ▼

Citizenship defendant: ▼

Jury demand: n (None) ▼ Class action: n ▼ Demand (\$000):

Arbitration code: ▼ County: Clallam ▼

Fee status: pd (paid) ▼ Fee date: 6/11/2010 Date transfer:

Next Clear

For **Citizenship Defendant** we are going to select “**5: Incorporated/Principal Place of Business- Other State**” from the dropdown list.

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Jurisdiction: 4 (Diversity) ▼

Cause of action: 28:2201dj (28:2201 Declaratory Judgement) ▼ Filter: 28:2201dj Clear filter

Nature of suit: 190 (Contract: Other) ▼ Filter: 190 Clear filter

Origin: 1 (Original Proceeding) ▼

Citizenship plaintiff: 4 (Incorporated/Principal Place of Business-This State) ▼

Citizenship defendant: 5 (Incorporated/Principal Place of Business-Other State) ▼

Jury demand: n (None) ▼ Class action: n ▼ Demand (\$000):

Arbitration code: ▼ County: Clallam ▼

Fee status: pd (paid) ▼ Fee date: 6/11/2010 Date transfer:

Next Clear

If you are requesting a **Jury Demand** you will select an option in the dropdown list.

Remember: If you are requesting a **Jury Demand** in your case you must also demand this in your Complaint.

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Jurisdiction: 4 (Diversity)

Cause of action: 28:2201dj (28:2201 Declaratory Judgement) Filter: 28:2201dj

Nature of suit: 190 (Contract: Other) Filter: 190

Origin: 1 (Original Proceeding)

Citizenship plaintiff: 4 (Incorporated/Principal Place of Business-This State)

Citizenship defendant: 5 (Incorporated/Principal Place of Business-Other State)

Jury demand: p (Plaintiff) Class action: n Demand (\$000):

Arbitration code: County: Clallam

Fee status: pd (paid) Fee date: 6/11/2010 Date transfer:

Let's address the NEXT three options:

- **Class Action**
- **Demand**
- **Arbitration Code**

The Class Action box defaults to “n”, the Demand and Arbitration boxes are **blank**.

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Jurisdiction: 4 (Diversity)

Cause of action: 28:2201dj (28:2201 Declaratory Judgement) Filter: 28:2201dj

Nature of suit: 190 (Contract: Other) Filter: 190

Origin: 1 (Original Proceeding)

Citizenship plaintiff: 4 (Incorporated/Principal Place of Business-This State)

Citizenship defendant: 5 (Incorporated/Principal Place of Business-Other State)

Jury demand: p (Plaintiff) Class action: n Demand (\$000):

Arbitration code: County: Clallam

Fee status: pd (paid) Fee date: 6/11/2010 Date transfer:

Do not change the default Class Action box from “n” and do not fill in any demand amount or arbitration code.

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Jurisdiction: 4 (Diversity)

Cause of action: 28:2201dj (28:2201 Declaratory Judgement) Filter: 28:2201dj Clear filter

Nature of suit: 190 (Contract: Other) Filter: 190 Clear filter

Origin: 1 (Original Proceeding)

Citizenship plaintiff: 4 (Incorporated/Principal Place of Business-This State)

Citizenship defendant: 5 (Incorporated/Principal Place of Business-Other State)

Jury demand: p (Plaintiff) Class action: n Demand (\$000):

Arbitration code: County: Clallam

Fee status: pd (paid) Fee date: 6/11/2010 Date transfer:

Next Clear

The next box is the **County** box. From the dropdown list choose the county of the plaintiff's residence or place of business.

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Jurisdiction: 4 (Diversity)

Cause of action: 28:2201dj (28:2201 Declaratory Judgement) Filter: 28:2201dj Clear filter

Nature of suit: 190 (Contract: Other) Filter: 190 Clear filter

Origin: 1 (Original Proceeding)

Citizenship plaintiff: 4 (Incorporated/Principal Place of Business-This State)

Citizenship defendant: 5 (Incorporated/Principal Place of Business-Other State)

Jury demand: p (Plaintiff) Class action: n Demand (\$000):

Arbitration code: County: King

Fee status: pd (paid) Fee date: 6/11/2010 Date transfer:

Next Clear

The Fee Status box has five choices in the dropdown list: The first option, **In Forma Pauperis**, is not used in this court.

Those choices that are used are as follows:

- **None:** No fee is required. It is used when the USA is the party filing the case or for actions such as 2255 Petitions.
- **PD:** Payment of the regular civil filing fee through Pay.Gov. See **Appendix H** for fee schedule.

- **Pending:** When an In Forma Pauperis application is pending and requires an IFP Application. See Appendix A for forms.
- **WV:** When the fee is waived and applies to **Jones Act cases** only.

The screenshot shows the 'Open Unassigned Civil Case' form in the ECF system. The form includes various dropdown menus and text boxes for case information. The 'Fee status' is set to 'pd (paid)' and the 'Fee date' is '6/11/2010'. A red box highlights these two fields.

For a court fee schedule, visit our website at: www.wawd.uscourts.gov. Click on **Court Services**, then **Financial Information**.

For an **Application to Proceed In Forma Pauperis**, visit our website at www.wawd.uscourts.gov. Click on **Reference Materials**, then **Forms**.

The **fee date** box will automatically be filled in.

This screenshot is identical to the one above, showing the 'Open Unassigned Civil Case' form. The 'Fee date' field is highlighted with a red box, showing the date '6/11/2010'.

Leave the **date transfer** box blank.

EECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Jurisdiction: 3 (Federal Question) ▼

Cause of action: 28:2201dj (28:2201 Declaratory Judgement) ▼ Filter: 28:2201dj Clear filter

Nature of suit: 190 (Contract: Other) ▼ Filter: 190 Clear filter

Origin: 1 (Original Proceeding) ▼

Citizenship plaintiff: 4 (Incorporated/Principal Place of Business-This State) ▼

Citizenship defendant: 5 (Incorporated/Principal Place of Business-Other State) ▼

Jury demand: n (None) ▼ Class action: n ▼ Demand (\$000):

Arbitration code: ▼ County: King ▼

Fee status: pd (paid) ▼ Fee date: 6/16/2010 Date transfer:

Next Clear

Look over this screen and make sure you entered the correct case information.

Once you are confident that your case information is correct you are ready to proceed and select “NEXT” to move to the next screen.

EECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Jurisdiction: 4 (Diversity) ▼

Cause of action: 28:2201dj (28:2201 Declaratory Judgement) ▼ Filter: 28:2201dj Clear filter

Nature of suit: 190 (Contract: Other) ▼ Filter: 190 Clear filter

Origin: 1 (Original Proceeding) ▼

Citizenship plaintiff: 4 (Incorporated/Principal Place of Business-This State) ▼

Citizenship defendant: 5 (Incorporated/Principal Place of Business-Other State) ▼

Jury demand: p (Plaintiff) ▼ Class action: n ▼ Demand (\$000):

Arbitration code: ▼ County: King ▼

Fee status: pd (paid) ▼ Fee date: 6/11/2010 Date transfer:

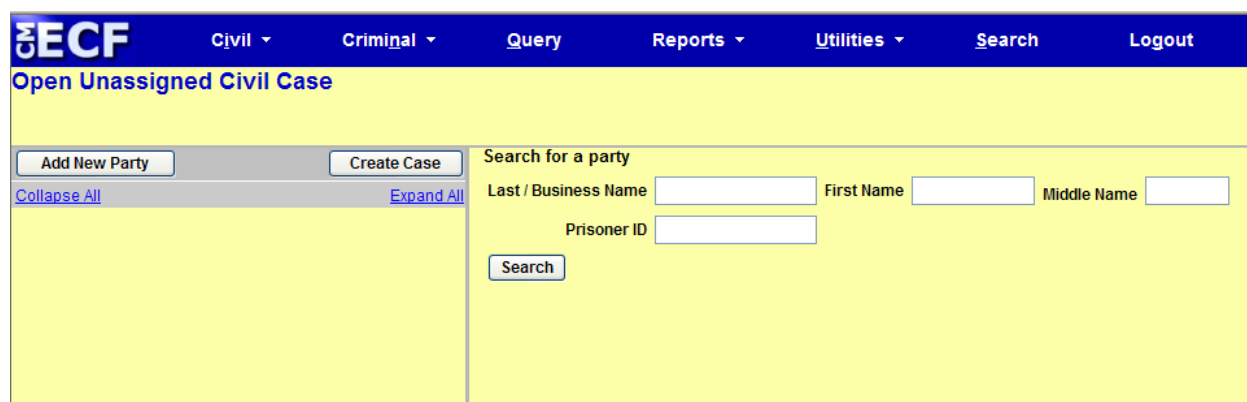
Next Clear

Adding Parties

Before you get started, have your Complaint available. You will need this to add the parties in this case opening process.

Now that you have your information let's get started.

This screen will allow you to enter your party names and do a search to see if these parties are already in the court's database.



See **Entering Party Names** for examples of how to search party names in a way that will find appropriate matches.

Important Message:

If you select your back browser button at any time during the adding parties process, you will lose all of your work product. If you need to make a change to your party selection or simply changes the spelling, utilize the icons provided.

Once you start entering the party name, a party's surname or a company's name, select **"Search Party."**

Removal cases are opened by using the original caption from the state court. For example, if the defendant is the "filer" of the removal case in Federal Court and they remain the defendant in the case filed here.

The case we will be opening is a civil case entitled: **“Evergreen Gardens vs. Grass Roots Inc.”**

Let’s get started by entering the plaintiffs name, **“Evergreen Gardens”**, and then select **“Search Party.”**

If you find an exact match from the list, highlight the name from the list and click on the **“Select Party”** button. If no match is found, no name will appear in the **Last/Business Name** box, and search results will state **“Search returned no results. Please try again or create a new party.”**

The screenshot shows the ECF interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header is a yellow banner with the text "Open Unassigned Civil Case". On the left, there are buttons for "Add New Party" and "Create Case", along with "Collapse All" and "Expand All" links. The main search area is titled "Search for a party" and includes input fields for "Last / Business Name" (containing "Evergreen Gardens"), "First Name", "Middle Name", and "Prisoner ID". A "Search" button is present. Below the search fields, the "Search Results" section displays a list with "Evergreen Gardens" highlighted. At the bottom of the results, there are two buttons: "Select Party" (highlighted with a red box) and "Create New Party".

If you do not find an exact match, click on the **“Create New Party”** button.

This screenshot shows the same ECF interface as the first one, but the search results are empty. The "Search Results" section is blank. Below the "Select Party" and "Create New Party" buttons, a message reads: "Search returned no results. Please try again or create a new party." The "Create New Party" button is highlighted with a red box.

Once you have highlighted a name match or selected the **“Create new Party”** name button, CM/ECF will display the party information screen. You will notice your party name on this screen. Let’s proceed with entering your party information.

ECF

Civil

Criminal

Query

Reports

Utilities

Search

Logout

Open Unassigned Civil Case

Add New Party

Create Case

Collapse All

Expand All

Party Information

Last name

Evergreen Gardens

First name

Middle name

Generation

Title

Role

Plaintiff (pla:pty)

Pro se

No

Prisoner Id

Unit

Office

Address1

Address 2

☐ Show this address on the docket sheet

Address 3

City

State

Zip

Country

Prison

Phone

Fax

E-mail

Party text

Start date

6/21/2010

End date

Corporation

no

Notice

yes

Add Party

The **Title** box is where you would enter title abbreviations such as **Dr, Sgt, Hon, Rev,** as appropriate. Do not put any periods after the abbreviation. If a title does not apply, leave the box blank.

ECF

Civil

Criminal

Query

Reports

Utilities

Search

Logout

Open Unassigned Civil Case

Add New Party

Create Case

Collapse All

Expand All

Party Information

Last name

Evergreen Gardens

First name

Middle name

Generation

Title

Role

Plaintiff (pla:pty)

Pro se

No

Prisoner Id

Unit

Office

Address1

Address 2

☐ Show this address on the docket sheet

Address 3

City

State

Zip

Country

Prison

Phone

Fax

E-mail

Party text

Start date

6/21/2010

End date

Corporation

no

Notice

yes

Add Party

Now you will select the party's role from the drop-down menu. The first party entered is the **Plaintiff**. The parties should be entered in the manner and in the order in which they are captioned on the initiating document being filed. (Keep in mind the party name examples.)

ECF

Civil

Criminal

Query

Reports

Utilities

Search

Logout

Open Unassigned Civil Case

Add New Party

Create Case

Collapse All

Expand All

Party Information

Last name

Evergreen Gardens

First name

Middle name

Generation

Title

Role

Plaintiff (pla:pty)

Pro se

No

Prisoner Id

Unit

Office

Address1

Address 2

☐ Show this address on the docket sheet

Address 3

City

State

Zip

Country

Prison

Phone

Fax

E-mail

Party text

Start date

6/21/2010

End date

Corporation

no

Notice

yes

Add Party

Do not enter any party information in the address, phone number, fax, or email box.

ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Logout

Open Unassigned Civil Case

[Add New Party](#) [Create Case](#)

[Collapse All](#) [Expand All](#)

Party Information

Last name First name

Middle name Generation

Title

Role ▾

Pro se ▾

Prisoner Id Unit

Office

Address1

Address2 ☐ Show this address on the docket sheet

Address3 City

State Zip Country

Prison ▾

Phone Fax

E-mail

Party text

Start date End date

Corporation ▾ Notice ▾

[Add Party](#)

The party text box can be used to identify the party in further detail. For example, If the party is a company, enter **“a Washington Corporation.”** Identify the party as “an individual” or “husband and wife, and the marital community.”

In our case sample, we will enter **“a Washington Corporation”** in the text box for Plaintiff **Evergreen Gardens.**

The screenshot shows a web-based form titled "Party Information". On the left, there are buttons for "Add New Party" and "Create Case", and links for "Collapse All" and "Expand All". The form fields are as follows:

- Last name: Evergreen Gardens
- First name: (empty)
- Middle name: (empty)
- Generation: (empty)
- Title: (empty)
- Role: Plaintiff (pla:pty) [dropdown]
- Pro se: No [dropdown]
- Prisoner Id: (empty)
- Unit: (empty)
- Office: (empty)
- Address1: (empty)
- Address2: (empty)
- Address3: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- Country: (empty)
- Prison: (empty) [dropdown]
- Phone: (empty)
- Fax: (empty)
- E-mail: (empty)
- Party text: a Washington corporation [red box]
- Start date: 6/10/2010
- End date: (empty)
- Corporation: no [dropdown]
- Notice: yes [dropdown]

At the bottom left of the form is an "Add Party" button. A checkbox labeled "Show this address on the docket sheet" is located next to the address fields.

The start date box will automatically fill in with the current date. You will not be able to modify this date.

The screenshot shows the 'Party Information' form in the ECF system. The form is divided into two main sections: a left sidebar and a right main area. The sidebar contains buttons for 'Add New Party', 'Create Case', 'Collapse All', and 'Expand All'. The main area contains the following fields:

- Last name: Evergreen Gardens
- First name: [empty]
- Middle name: [empty]
- Generation: [empty]
- Title: [empty]
- Role: Plaintiff (pla:pty) [dropdown]
- Pro se: No [dropdown]
- Prisoner Id: [empty]
- Unit: [empty]
- Office: [empty]
- Address1: [empty]
- Address2: [empty]
- Address3: [empty]
- City: [empty]
- State: [empty]
- Zip: [empty]
- Country: [empty]
- Prison: [empty]
- Phone: [empty]
- Fax: [empty]
- E-mail: [empty]
- Party text: a Washington corporation
- Start date: 6/10/2010 (highlighted with a red rectangle)
- End date: [empty]
- Corporation: no [dropdown]
- Notice: yes [dropdown]

At the bottom of the form is an 'Add Party' button.

Since you logged into ECF as the attorney filing this case, you do not need to enter your name as attorney of record.

The ECF system will ask you later in this process if you are associated with the party that you are representing.

If you are not adding any additional attorneys select the Add Party button.

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

[Add New Party](#) [Create Case](#)

[Collapse All](#) [Expand All](#)

Party Information
Evergreen Gardens

Title

Role

Pro se

Prisoner Id Unit

Office

Address1

Address 2 ☐ Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail


Party text

Start date End date

Corporation Notice

[Add Party](#) [Start a New Search](#)

Adding Additional Attorneys

You may enter additional attorneys associated with this case by selecting the the Add Attorney  icon next to Attorney.

ECF Civil Criminal Query Reports Utilities Search Logout

[Add New Party](#) [Create Case](#)

[Collapse All](#) [Expand All](#)

Search for a party

Last / Business Name First Name Middle Name


Prisoner ID

[Search](#)

Evergreen Gardens pla  






Alias 

Corporate Parent or other affiliate 

Attorney  

Icons

The new icons located next to the names on the left allow you to make modifications, edits and add new alias. These are the Icon Descriptions:

Icon	Description
	Delete this party from the case.
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Edit the party, alias, corporate parent or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.
	Change the name of the party.

When you click on the add attorney icon, you will go to the **Attorney** search screen, which resembles the **Party Search** screen.



The screenshot shows the ECF system interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is divided into two sections. On the left, there is a sidebar with a tree view showing the case structure: Evergreen Gardens (pla) with sub-items for Alias, Corporate Parent or other affiliate, and Attorney. Each sub-item has a small icon next to it. On the right, there is a search form titled "Search for an attorney for Evergreen Gardens". The form includes input fields for Bar Id, Last Name, First Name, and Middle Name, and a Search button.

Let's add Jon Smith as an additional attorney in this case and then select **Search**.

ECF Civil Criminal Query Reports Utilities Search Logout

Add New Party Create Case

Collapse All Expand All

Evergreen Gardens pla

Alias

Corporate Parent or other affiliate

Attorney

Search for an attorney for Evergreen Gardens

Bar Id

Last Name Smith First Name John Middle Name

Search

As with the Party Search screen, you will see search results which allow you to select the attorney's name from the dropdown list. Choose the attorney from the dropdown list. You can only add additional attorneys that are registered with CM/ECF. **DO NOT enter Pro Hac Vice Attorneys.**

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

Evergreen Gardens pla

Alias

Corporate Parent or other affiliate

Attorney

Search for an attorney for Evergreen Gardens

Bar Id

Last Name smith First Name jon Middle Name

Search

Search Results

Smith, Jon

Smith, Jonas David

Smith, Jonathan B

Smith, Jonathan S

Select Attorney

Once you have selected the attorney's name from the list, you will click on **"Add Attorney"**.

ECF Civil Criminal Query Reports Utilities Search Logout

Add New Party Create Case

Collapse All Expand All

Evergreen Gardens pla

- Alias
- Corporate Parent or other affiliate
- Attorney

Attorney Information
John Dimmitt Smith (Bar Id : 2938, Bar Status : Active)

Title

Office SMITH & SMART Unit

Address 1 700 STEWART STREET Address 2 SUITE 6020

Address 3 City SEATTLE

State WA Zip 98101

Country Phone 206-222-1111

Fax 206-222-1110 E-mail

Pro Hac Vice no Lead attorney no

Seal Flag yes Notice yes

Start date 7/9/2010 End date

Add Attorney

Start a New Search

s returns you to the Attorney Information screen. Notice the attorney name you just added on the left screen for the party Evergreen Gardens. Repeat this process until you get all the associated attorneys entered.

ECF Civil Criminal Query Reports Utilities Search Logout

Add New Party Create Case

Collapse All Expand All

Evergreen Gardens pla

- Alias
- Corporate Parent or other affiliate
- Attorney
 - John Dimmitt Smith

Search for a party

Last / Business Name First Name Middle Name

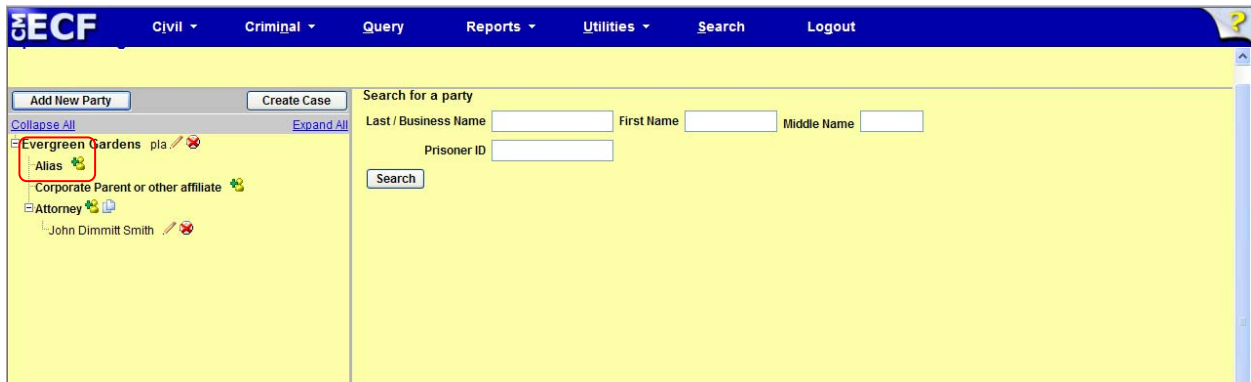
Prisoner ID

Search

Once you have all the attorney names entered, select the **Add New Party** button. This will bring you back to the Party Information screen so you can continue to add all parties.

Adding an Alias

If you are adding an alias, select the Alias icon.



The Alias role options from the drop down list are identified below

Agent:	Agent of
Aka:	Also know as
Assign:	As assignee of
Dba:	Doing business as
Div:	A division of
Est:	Estate of
Exrel:	Ex Rel
Fdba :	Formerly doing business as
FKA:	Formerly known as
Nee:	Born (usually refers to maiden name)
Nka:	Now known as
Obo:	On behalf of
Other:	Other
Pro:	Personal representative of
Rpi:	Real party interest
Suc:	Successor in interest
Ta:	Trading as

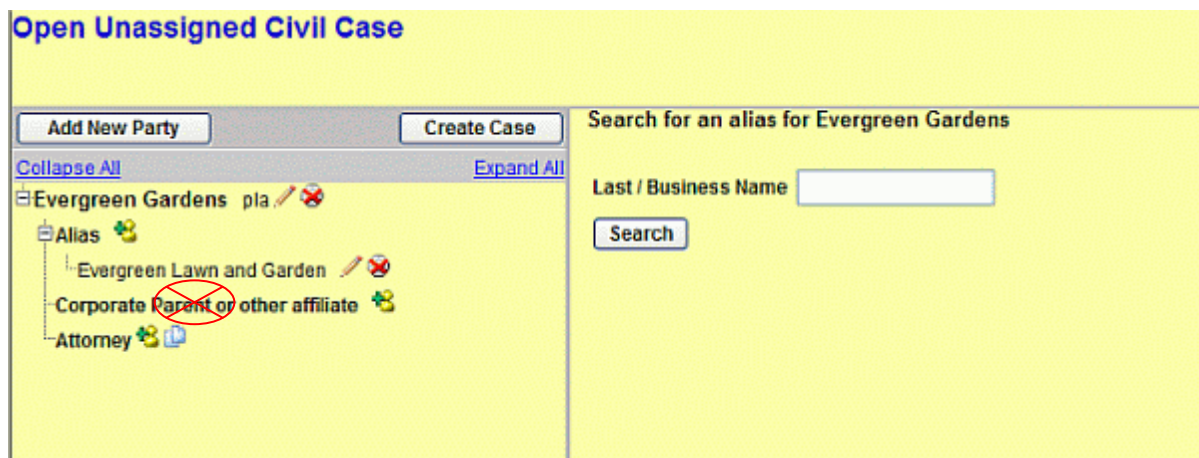
Now that you have your Alias name entered and the role selected, select the “Add Alias” button. This will return you to the Party Information screen.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is the "Alias Information (Party Evergreen Gardens,)" form. The form contains several input fields: "Last/Business name" (filled with "Evergreen Lawn and Garden"), "First name", "Middle name", "Generation", "Type" (a dropdown menu with "fka" selected), and "Start date" (filled with "8/6/2009"). At the bottom left of the form, the "Add alias" button is highlighted with a red rectangle. To its right is a "Clear" button and a text instruction: "Click the Add alias button to return to the Party screen and submit all information for this party."

Corporate Parent or Other Affiliate

The next button is the “Corporate Parent or Other Affiliate” button. Do not use this button. You are required to file a Corporate Disclosure Statement which provides this information.



The screenshot shows the "Open Unassigned Civil Case" screen. At the top, there are two buttons: "Add New Party" and "Create Case". Below these buttons is a tree view showing the case structure. The tree is expanded for "Evergreen Gardens pla". Under this, there are three items: "Alias", "Evergreen Lawn and Garden", and "Corporate Parent or other affiliate". The "Corporate Parent or other affiliate" item is circled in red. To the right of the tree view is a search box labeled "Search for an alias for Evergreen Gardens". The search box contains the text "Last / Business Name" and a "Search" button.

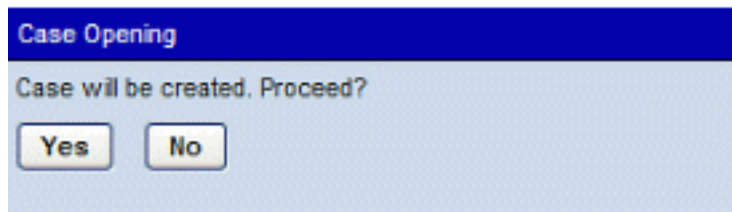
When you are satisfied that the information for the first party is correct, click on “Add New Party” and proceed to the next party. Enter all parties in this same manner.

Create Case

ONLY when you are finished adding all parties, click on the Create Case button on the Participant Tree.



Answer “Yes” under “Case will be created. Proceed?”



You will see this screen instructing you to click on the **Docket Lead Event** hyperlink to continue to attach your complaint, civil cover sheet, summons and pay the filing fee. The ECF system has assigned a case number and states that this case has been opened.

(Please note that this case is not opened until the complaint is filed and the filing fee is paid.)

ECF Civil Criminal Query Reports Utilities Search Logout

Open a Civil Case

Click on **Docket Lead Event** to continue to attach your complaint, civil cover sheet, summons and pay the filing fee.

THIS CASE IS NOT OPENED UNTIL COMPLAINT IS FILED AND FILING FEE IS PAID

NOTE: Case number below is assigned to your CM/ECF account. Write this reference case number down, should recovery of this case number be necessary prior to your final submission of your pleading. Your account could accrue additional charges, if you lose this transaction and start over with another case number assignment.

Case Number 09-53 has been opened.

Docket Lead Event?

Docketing the Lead Event

Click on **“Docket Lead Event?”** to proceed.

ECF will automatically open the event Complaints and Initiating Documents and populate your case number.

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

Civil Case Number

2:09-cv-53

Next Clear

Click **NEXT**.

You will notice that the case number and party name appears.
Click **NEXT** to accept.



Lead Event Types

There are three types of initiating documents, or “lead events” to choose from. Each has its own unique workflow.

- **Example A: Complaint**
- **Example B: Notice of Removal**
- **Example C: Motion to Proceed In Forma Pauperis**

Example A: Complaint

Select Complaint from the **Available Events** menu.

Complaints and Other Initiating Documents
[2:09-cv-00053 Evergreen Gardens v. Grass Roots Inc.](#)

Available Events (click to select an event)

- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Amended Petition
- Application and Affidavit for Seizure Warrant
- Application for Stay of Execution
- Application for Writ of Garnishment
- Complaint**
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion for Judgment Debtor Exam
- Motion for Leave to Proceed In Forma Pauperis
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Receivership

Selected Event

Complaint

Next Clear

Clicking on the word "Complaint" places it in the Selected Event box.

Click **NEXT**.

Select the party you are representing in this case and click **NEXT**.

Pick Filer

[Collapse All](#) [Expand All](#)

- Evergreen Gardens pla
- Grass Roots Inc dft

Select the filer.

Select the Party:

- Evergreen Gardens [pla]**
- Grass Roots Inc [dft]

Next Clear New Filer

Select the party or parties you are filing against.

Pick Party

Collapse All Expand All

Evergreen Gardens pla

Grass Roots Inc dft

Please select the party that this filing is **against**.

Select the Party: OR Select a Group:

Evergreen Gardens [pla]

Grass Roots Inc [dft]

☒ No Group

☐ All Defendants

☐ All Plaintiffs

☐ All Parties

Next Clear New Party

NOTE: To select multiple parties, hold down the Ctrl key and click on each of the desired parties, or click on the **All Defendants** radio button. We have selected the defendant Grass Roots Inc. Click **NEXT**.

ECF displays this screen when the attorney filing the document is appearing in the case for the first time. This will add the attorney's information to the docket and activate electronic notice.

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

☒ Evergreen Gardens (pty:pla) represented by Jack Frost (aty) ☒ Notice

Next Clear

Leave all boxes checked and Click **NEXT**.

Attach the Complaint

All documents must be in PDF format and cannot exceed 5 MB (megabytes) in size.

Notice that you can now add your main documents and attachments using a single screen.

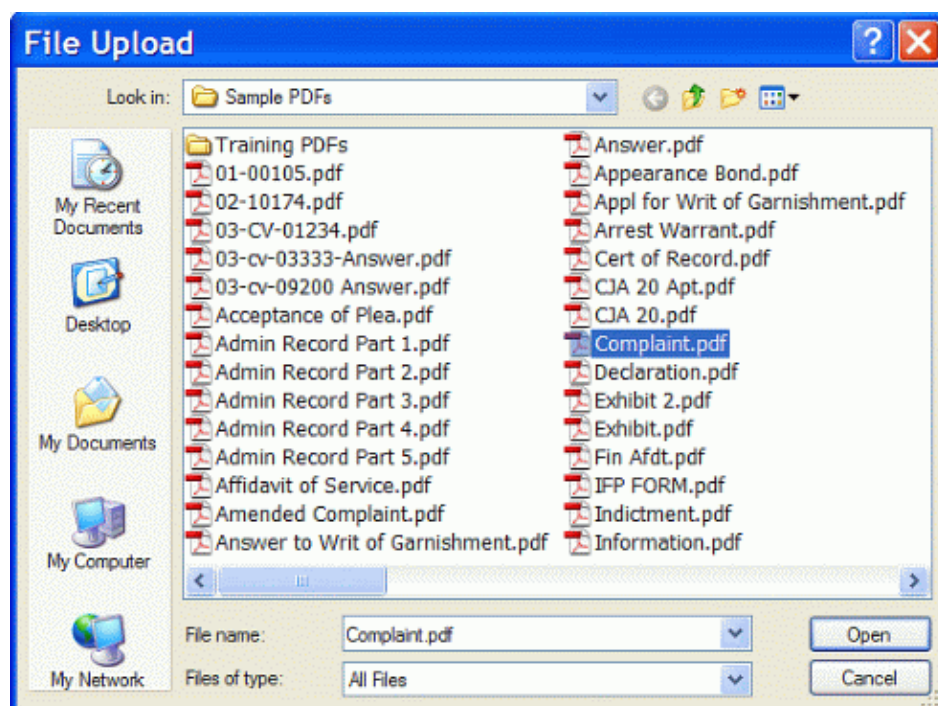
Click on **Browse** to begin.

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse_"/>	<input type="text"/>	<input type="text"/>

Navigate to the appropriate directory and file on your computer to locate the Complaint. Make sure you are attaching the correct complaint. Double click on the file name to upload the file to CM/ECF.



The name of your document will appear in the Filename window.

Select the pdf document and any attachments.

Main Document
 S:\ECF Team\Sample PDFs\Complain Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

To attach the Civil Cover Sheet, click **Browse** under **Attachment #1**.

Click **Browse** to upload the Civil Cover Sheet.

Describe it , either by using the **Category** drop-down box and/or the **Description** text box.

Select the pdf document and any attachments.

Main Document
 S:\ECF Team\Sample PDFs\Complain Browse...

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Training F Browse...	Civil Cover Sheet	Remove
2. Browse...		

Next Clear

Attach the Summons

Prepare all summons(es) as one PDF .

Click **Browse** under **Attachment #2** to upload the summons. Describe the summons(es) under **Category** and or **Description**.

Select the pdf document and any attachments.

Main Document
 S:\ECF Team\Sample PDFs\Complaint.pdf

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Training PDF <input type="button" value="Browse..."/>	Civil Cover Sheet	<input type="button" value="Remove"/>
2. S:\ECF Team\Sample PDFs\summons ex <input type="button" value="Browse..."/>		Summons <input type="button" value="Remove"/>
3. <input type="text"/> <input type="button" value="Browse..."/>		

Example B: Notice of Removal

Select **Notice of Removal** from the Available Events menu. Clicking on the event name places it in the Selected Events box on the right.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Available Events (click to select an event)

- Application for Stay of Execution
- Application for Writ of Garnishment
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion for Judgment Debtor Exam
- Motion for Leave to Proceed In Forma Pauperis
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Receivership
- Notice of Removal**
- Petition (Other)
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Registration of Foreign Judgment

Selected Event

Notice of Removal

Click **NEXT**. Select the party you are representing in this case.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Pick Filer

[Collapse All](#) [Expand All](#)

☒ Evergreen Gardens pla
☐ Grass Roots Inc dft

Select the filer.

Select the Party:

Evergreen Gardens [pla]
Grass Roots Inc [dft]

Next Clear New Filer

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

☒ Grass Roots Inc (pty:dft) represented by Test Attorney (aty) ☒ Notice

Next Clear

ECF displays this screen when the attorney filing the document is appearing in the case for the first time. This will add the attorney's information to the docket and activate electronic notice. Leave all boxes checked and Click **NEXT**.

Now select the party or parties you are filing against. Click **NEXT**.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

active

Pick Party

[Collapse All](#) [Expand All](#)

Grass Roots Inc dft
Evergreen Gardens pla

Please select the party that this filing is **against**.

Select the Party: OR Select a Group:

Grass Roots Inc [dft]
Evergreen Gardens [pla]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next **Clear** **New Party**

Attach The Notice of Removal

All documents must be in PDF format and cannot exceed 5 MB (megabytes) in size.

Click on **Browse** to begin.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

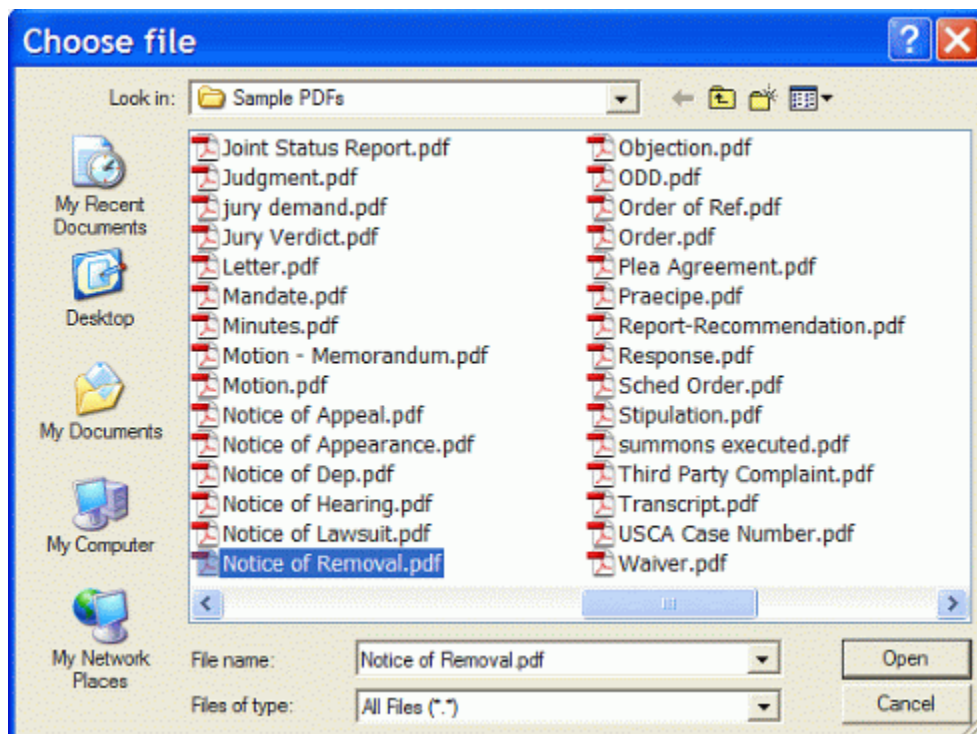
Main Document

Team\Sample PDFs\Notice of Removal.pdf **Browse...**

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next **Clear**

Navigate to the appropriate directory and file on your computer to select the Notice of Removal. Remember to verify that this is the correct Notice of Removal for this case.



Double click on the file name, which will display in the Filename area.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
S:\ECF Team\Sample PDFs\Notice of Re

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Click **Browse** under Attachment #1 to upload the Civil Cover Sheet.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
 S:\ECF Team\Sample PDFs\Notice of Re

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Describe it , either by using the **Category** drop-down box and/or the **Description** text box.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
 S:\ECF Team\Sample PDFs\Notice of Re

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Training PDF <input type="button" value="Browse..."/>	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

When you are done, click NEXT.

Example C: Motion for Leave to Proceed In Forma Pauperis

Select Motion for Leave to Proceed In Forma Pauperis from the Available Events menu. Click NEXT.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Available Events (click to select an event)

- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Amended Petition
- Application and Affidavit for Seizure Warrant
- Application for Stay of Execution
- Application for Writ of Garnishment
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion for Judgment Debtor Exam
- Motion for Leave to Proceed In Forma Pauperis**
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Receivership

Selected Event
Motion for Leave to Proceed In Forma Pauperis

Select the party you are representing in this case.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

[Collapse All](#) [Expand All](#)

☒ Evergreen Gardens pla

☐ Grass Roots Inc dft

Select the filer.

Select the Party:

- Evergreen Gardens [pla]
- Grass Roots Inc [dft]

ECF displays this screen when the attorney filing the document is appearing in the case for the first time. This will add the attorney's information to the docket and activate electronic notice. Leave all boxes checked and click **NEXT**.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

☒ Evergreen Gardens (pty:pla) represented by Test Attorney (aty) ☒ Notice

Select the party or parties you are filing against. Click **NEXT**.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

active

[Collapse All](#) [Expand All](#)

☒ Evergreen Gardens pla
☒ Grass Roots Inc dft

Please select the party that this filing is **against**.

Select the Party: OR Select a Group:

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Attach the IFP Application

NOTE: All additional documents to the IFP Application must be filed as attachments to the IFP. When your filing is complete, you should only see on the docket your IFP Application with attachments.

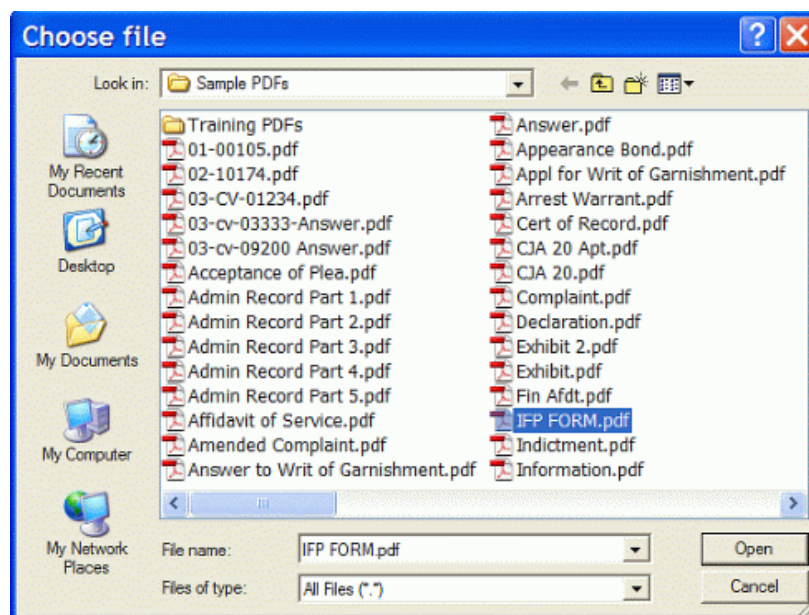
All documents must be in PDF format and cannot exceed 5 MB (megabytes) in size. Click on Browse to begin.

Complaints and Other Initiating Documents
2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc
Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input data-bbox="548 863 651 894" type="button" value="Browse..."/>	<input type="text" value=""/>	<input type="text" value=""/>

Navigate to the appropriate directory and file on your computer to select the IFP application. Again, remember to check the document to make sure it is the correct application for this case.



Double click on the file name which will appear in the Filename box.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
S:\IECF Team\Sample PDFs\VFP FORM.p

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Attach the Complaint

To attach the Complaint, click **Browse** under **Attachment #1**.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
S:\IECF Team\Sample PDFs\VFP FORM.p

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Navigate to the appropriate directory. Double click on the filename to add it to the Filename area under Attachment #1.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
S:\ECF Team\Sample PDFs\IFP FORM.p [Browse...]

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Complaint.p [Browse...]		
2. [Browse...]		

[Next] [Clear]

Describe it , either by using the drop-down box and/or the description text box.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
S:\ECF Team\Sample PDFs\IFP FORM.p [Browse...]

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Complaint.p [Browse...]		Complaint [Remove]
2. [Browse...]		

[Next] [Clear]

Repeat these steps for the Civil Cover Sheet, Summons, and any additional documents you wish to file. The fields expand as you add more attachments.

When you are done, click **NEXT**.

Noting Date

The **Motion for Leave to Proceed In Forma Pauperis** does **NOT** get noted. You will not see a request to note your motion. Proceed through the remaining screens by selecting NEXT to complete your filing.

Emergency Matters

What are examples of emergency matters?

An emergency matter is one that requires an immediate action from a judge, such as a:

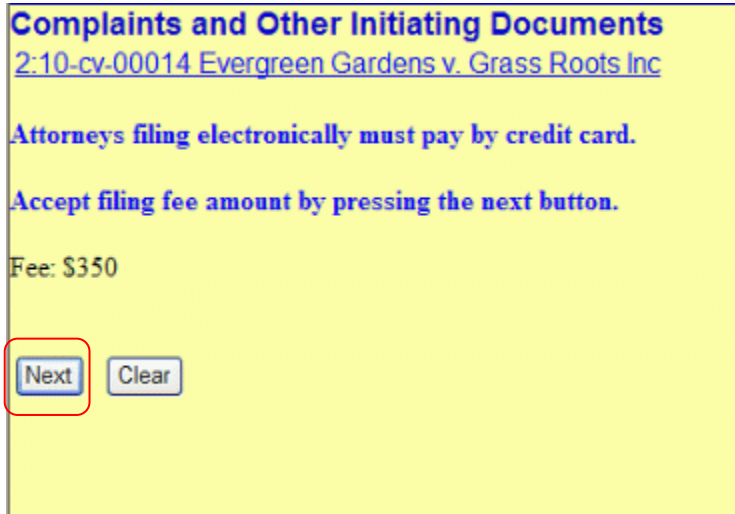
- Temporary Restraining Order
- Vessel Arrest

How To File An Emergency Matter:

- Open the case.
- Have your case number ready.
- Immediately call the Clerk's Office Intake Department
- 206-370-8400 for Seattle cases
- 253-882-3800 for Tacoma cases
- The Intake Department will assign a judge to your case and notify them of the emergency.
- To ensure that your case receives the immediate attention it needs, please file prior to 4:30 P.M.

Paying the Filing Fee

If you are filing a Complaint or Notice of Removal, this screen appears after you attach your documents . It verifies the filing fee amount and directs you to press **NEXT** to accept.



Complaints and Other Initiating Documents
2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc

Attorneys filing electronically must pay by credit card.

Accept filing fee amount by pressing the next button.

Fee: \$350

Pressing **NEXT** proceeds to the first of two Pay.gov screens, where you enter payment information about your credit or debit card.

CAUTION!

Do not use the browser Back button in the Pay.gov screens. This may result in duplicate billing of the filing fee.

If you believe you've been billed in error, call the Clerk's Office Financial Department at 206-370-8415.

OR send an e-mail to: SeaFin@wawd.uscourts.gov

Pay.gov: Credit/Debit Card Option

The first Pay.gov screen asks you for payment information via your debit or credit card. Be sure to enter all fields marked with a red asterisk (*). Click **Continue with Plastic Card Payment**.

[Online Payment](#) [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: Jack Frost *

Payment Amount: \$350.00

Billing Address: 425 CHATTER LN *




Billing Address 2:

City: FROSTBITE FALLS

State / Province: Minnesota - MN

Zip / Postal Code: 50001

Country: United States *

Card Type: Visa *    

Card Number: 422222222222 * (Card number value should not contain spaces or dashes)

Security Code: 999 * [Help finding your security code](#)

Expiration Date: 10 * / 2010 *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

The second Pay.gov screen authorizes payment. Enter your e-mail address for confirmation.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Jack Frost Billing Address: 425 CHATTER LN Billing Address 2: FROSTBITE City: FALLS State / Province: MN Zip / Postal Code: 50001 Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$350.00 Transaction Date: 08/13/2009 17:58 and Time: EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Confirm Email Address:
CC:
Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Click **Submit Payment**. ECF will return you to the case opening program to complete the process.

Pay.gov: Automated Clearing House (ACH) Option

In addition to debit and credit cards, you can now have payments withdrawn from a personal/business checking or savings account using ACH (Automated Clearing House) also known as Bank Account Debit or Direct Debit.

IMPORTANT!

If you choose the ACH option, you must contact your bank directly if you have an error, or your payment is not accepted. Visit Pay.gov's Frequently Asked Questions page at <https://www.pay.gov/paygov/faqs.html> for more information.

How ACH Works:

During the filing of these events, the following reminder displays in ECF:

Attorneys filing electronically must pay through Pay.gov by either credit card, debit card or have it withdrawn from their bank account.
Accept filing fee amount by pressing the next button.

Pressing **Next** will launch the first of two Pay.gov screens.

Click on the Bank Account Debit (ACH) hyperlink to begin.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

Payment Date: 01/31/2007

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Complete all required fields marked with a red asterisk. (*)

Account type options are:

- Personal Checking
- Personal Savings
- Business Checking
- Business Savings

Example:

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: Jack Frost *

Payment Amount: \$350.00

Account Type: Personal Checking *

Routing Number: 041000124 *

Account Number: 666666666 *

Confirm Account Number: 666666666 *

Check Number: 1234

Routing Number Account Number Check Number

00 26 91 6 7 6 3 : 9 2 4 3 7 6 7 3 9 0 * 1 2 3 4

Payment Date: 04/09/2010

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

The second page contains the ACH Authorization.

Enter your e-mail address, check the authorization box marked with a red asterisk (*) and click Submit Payment.

Example:

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: Jack Frost
Payment Amount: \$350.00
Account Type: Personal Checking
Routing Number: 041001039
Account Number: *****6666
Check Number: 1234
Payment Date: 04/12/2010

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I agree to the authorization and disclosure language. ☒ *

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

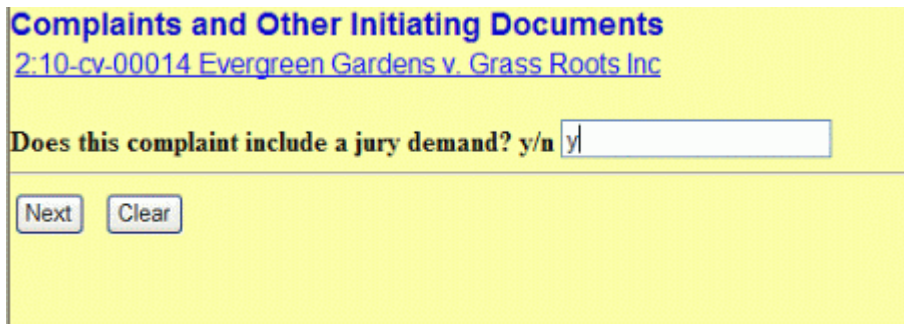
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Click **Submit Payment**. ECF will return you to the case opening program to complete the process.

Completing the Case Opening Process

After completing the payment screens, CM/ECF returns you to the case opening program to complete the process.

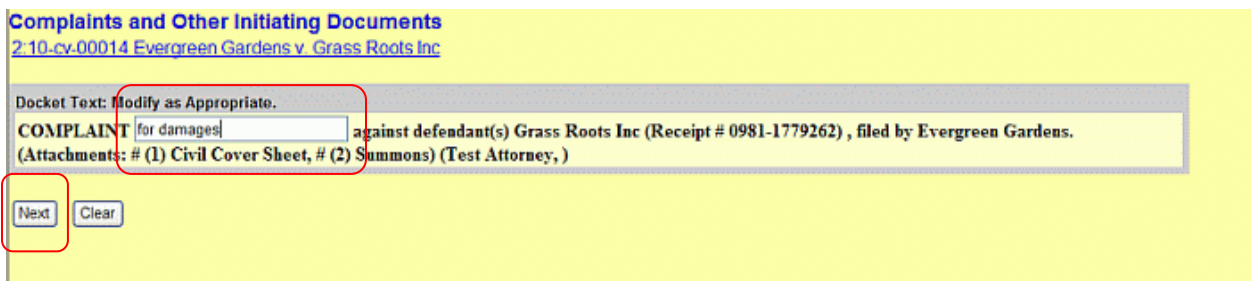
Enter “y” for yes, or “n” for no, at the prompt for a jury demand, then select “NEXT.”



Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Does this complaint include a jury demand? y/n

You have one opportunity to describe your document by entering text in the box if appropriate and then select the “NEXT” button.



Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Docket Text:

COMPLAINT against defendant(s) Grass Roots Inc (Receipt # 0981-1779262) , filed by Evergreen Gardens.
(Attachments: # (1) Civil Cover Sheet, # (2) Summons) (Test Attorney,)

This screen displays the final text as it will appear on the docket. Review this carefully, because once you click on the **“NEXT”** button, you will have no further opportunity to modify any part of this transaction. If the information entered is correct, select **“NEXT.”**

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

Docket Text: Final Text
COMPLAINT for damages against defendant(s) Grass Roots Inc (Receipt # 0981-1779262), filed by Evergreen Gardens. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(Test Attorney,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
S:\ECF Team\Sample PDFs\Complaint.pdf pages: 1
S:\ECF Team\Sample PDFs\Training PDFs\Civil Cover Sheet.pdf pages: 1
S:\ECF Team\Sample PDFs\summons executed.pdf pages: 1

Notice of Electronic Filing

Once the docket text has been finalized, you will see the **Notice of Electronic Filing** screen which tells you that your document has been filed, and who has been electronically notified of this new case.

Complaints and Other Initiating Documents
[2:10-cv-00014 Evergreen Gardens v. Grass Roots Inc](#)

U.S. District Court
United States District Court for the Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Test Attorney, on 6/25/2010 at 3:09 PM PDT and filed on 6/25/2010
Case Name: Evergreen Gardens v. Grass Roots Inc
Case Number: [2:10-cv-00014](#)
Filer: Evergreen Gardens
Document Number: [1](#)

Docket Text:
COMPLAINT for damages against defendant(s) Grass Roots Inc (Receipt # 0981-1779262), filed by Evergreen Gardens. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(Test Attorney,)

2:10-cv-00014 Notice has been electronically mailed to:

2:10-cv-00014 Notice will not be electronically mailed to:

Test Attorney

Jon Smith
PO BOX 12345
OLYMPIA, WA 98504-0116

The following document(s) are associated with this transaction:

JUST A REMINDER!

Follow these steps to file an emergency matter:

- Open the case.
- Have your case number ready.
- Immediately call the Clerk's Office Intake Department
 - 206-370-8400 for Seattle cases
 - 253-882-3800 for Tacoma cases
- The Intake Department will assign a judge to your case and notify them of the emergency.
- To ensure that your case receives the immediate attention it needs, please file prior to 4:30 P.M.